



## **CITY ENGINEER**

### **BACKGROUND:**

The City of Clarkston is located in central-west DeKalb County, near regional destinations such as Stone Mountain and is a fifteen-minute drive from the City of Atlanta. Clarkston has remained a small town throughout the years. The City recently moved to a city-manager form of government and seeks an experienced and self-motivated city engineering professional to develop and manage all aspects of the city's engineering functions. The position offers the successful candidate an opportunity to develop systems and procedures to achieve a high level of proficiency within the assigned area of responsibility. There also exists an opportunity to gain experience across other discipline areas and pursue a strategic growth plan under the direction of the Planning & Development Director.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

Under broad supervision and direction from the Planning and Development Director, this position performs professional and technical engineering duties for the City; performs administrative duties in planning and coordinating the operation of the city's engineering services;

- To support the vision, mission, and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to company operating procedures, benefit rules, employment, and safety policies/practices.

### **MAJOR DUTIES:**

- Provides information for master planning, streets, flood control, storm water, and oversees the same.
- Pursues Federal, State and County funding for transportation projects.
- Assists with the planning, supervision and design of city engineering projects.
- Inspects construction sites to ensure that City specifications and standards are met.
- Oversees the checking of plans and specifications for compliance with city ordinances and policies.



- Oversees the preparation of plans and contract specifications for city engineering projects and handles bidding and bid openings for these projects; oversees project progress and assists in directing projects as required.
- Oversees and reviews consultant's work for accuracy and professionalism; negotiates contracts; sees to the completion of contracts/projects.
- Provides counsel to all departments on matters of engineering and surveying.
- Reviews and submits recommendations on City planning and development issues relative to storm water.
- Performs field work, surveys, and site inspections; directs and reviews engineering work in the construction, maintenance, and repair of municipal Storm Water Drainage System.
- Answers technical questions and provides information to the public.
- Performs related duties as appropriate and investigates complaints of violation of City storm water policies.
- Patrols and monitors areas including demolition, new construction, renovation, housing violations and basic building and mechanical inspections.
- Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain engineering and plan review requirements.
- Must be able to analyze a project to assure that transportation and hydraulic systems are in line with government standards.
- Prepares written reports of plan review and storm water inspections as specified by department procedures; issues warnings and citations when violations are proven.
- Maintains files and records related to storm water compliance; prepares a variety of written reports, memoranda, and correspondence.
- Checks site plans for adequacy of easements, storm drainage facilities, traffic flow, and parking.
- Researches, prepares reports, drafts specifications, and presents recommendations for special Storm Water Drainage System construction and improvement projects and Capital Improvement Programs.
- Performs Storm Water review of commercial and residential developments for the Development Review Committee; participates in a variety of special review boards and committees.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the general public for any engineering, surveying or construction issues.
- Develops, administers and enforces policies, rules and regulations of public Storm water system infrastructure for all existing, proposed improvements and new construction.
- Checks construction plans for site development, buildings, and subdivisions to ensure that the design meets all applicable codes and regulations.
- Answers, inquiries and provides information to the general public regarding existing plan review and policies.



- Provides technical information and interpretation to the general public, developers, permitting agencies, consultants, contractors and other City staff.
- Completes all required reports and forms.
- Reviews plans and prepares engineering reports, comments, and recommendations.
- Inspects and maintains an assigned vehicle. Maintains assigned uniform, vehicles, and equipment in accordance with departmental policy and procedures.
- Reads and reviews the City of Clarkston zoning, sign, and property maintenance ordinances to achieve good working knowledge of code violations.
- Attends ongoing training classes as required.
- Participates in community relations projects as required.
- Performs other related duties as assigned.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheets, database, and computer-aided-design software; standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; mobile phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.

While performing the essential functions of this position the employee may be exposed to fumes, gases, odors, or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.



## **WORK ENVIRONMENT**

Must meet the successful completion of the pre-employment process which includes oral interview, background check, criminal records and traffic history check, medical and drug screening, polygraph evaluation, and/or voice stress, valid State of Georgia Driver's License; equivalent combination of education and experience.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

Graduation from a college with a Bachelor's degree in Civil Engineering and eight (8) years as a Senior Civil Engineer or Civil Engineer II, at least four (4) of which must have been in a supervisory position, or any equivalent combination of education and experience.

### Special Requirements

Must possess Georgia Professional Engineer License or be able to obtain within six months of hire date; must possess a valid Georgia Driver's License.

### Necessary Knowledge, Skills and Abilities

Extensive knowledge of civil engineering and engineering survey and design; working knowledge of drafting, thorough knowledge of construction; working knowledge of computer applications to engineering.

Thorough knowledge of civil engineering principles, practices and methods as applicable to Storm Water Drainage Systems. Thorough knowledge of the principles and practices of public works engineering and Storm Water Drainage System operations.

Ability to direct the work of others; ability to establish and maintain effective working relationships with employees, other divisions, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

Must have thorough knowledge of engineering as applied to the methods and practices essential to storm drainage management, sidewalk and street construction, environmental permission, coastal zone management, water and sewage operations facilities, transportation planning, and traffic operations.

**COMPENSATION:** Depending upon qualifications.

Interested applicants may submit applications to the City Clerk, Tomika R. Mitchell, via this online portal: <https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

**This position is open until filled.**



**EQUAL OPPORTUNITY EMPLOYER:**

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

**IMPORTANT:** By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

**You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.**

***No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.***

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.